CHAPTER XXII.

Annual Stock-taking of the Stores in the Stationery Office on 1st of April.

Government Resolution, General Department, No. P-101-B, dated 20th March 1924.

Government Resolution, General Department, No. P-101, dated 19th March 1925.

Government Resolution, General Department, No. P-101/7941-C, dated 9th July 1929.

304. *Deputation of an officer from the General Department.*—In accordance with the orders issued by Government on the subject (Government Resolution, General Department No. P. 101/7941-C, dated 9th July 1929, the stock of stores in the stationery office shall be verified every year, with reference to the balances appearing in the stock registers maintained by the account section of the stationery office, on the dates of verification, by a responsible officer of the status of an assistant superintendent in the General Department of the Government of Bombay, to be deputed by Government. On an intimation from the Superintendent, Government Printing and Stationery, the General Department shall arrange to depute an officer every year for the purpose and report his name to the Superintendent, Government Printing and Stationery.

305. *Date of stock-taking.*—The stock-taking work shall commence on or as soon as possible after 1st of April. The period of stock-taking will not ordinarily exceed four weeks. During the period of stock-taking the issues and receipts of stores will ordinarily be suspended. Urgent demands may, however, be complied with underthe express orders of the Superintendent, if delay in supplying the stores idented for is likely to cause inconvenience to the public service.

306. *Indian-made articles.*—It will be the duty of the storekeeper of the stationery stores to see that prior to the annual stock-taking the balances on hand are reduced to a minimum. Heavy stocks of stores kept in a loose condition will be carefully repacked in cases and properly labelled with the correct contents marked on each and the supplies of Indian-made articles will not be accepted between 1st April and the date on which the stock-taking is completed, unless they are actually required for issue in whole or in part during those days.

307. *Arrangement of stock and directions for stock-taking.*—The storekeeper shall take care to arrange all stores of one particular class or description in one place as far as possible. In case a stock of one particular item is kept at different places, the stock-taking officer shall first verify the loose stock and along with shall count the packed up supply (either in boxes or bales as the case may be) thus verifying the whole stock of that item at one and the same time. It the loose stock consists of boxes,

packets or bundles, of a uniform size and with their original packing intact, it shall suffice, if the boxes, packets or bundles are counted in detail and 5 per cent. of each particular class, selected at random, opened and tested. All broken boxes, packets or bundles shall however be verified in detail.

308. *Unopened stock.*—The bales or cases of each particular class of article in the unopened stock shall be counted in detail and only 2 per cent. of the bales or cases selected at random of every kind of stock, opened and examined in details, the examination of the rest being left to the discretion of the stock-taking officer.

309. *Disagreement.*—When during the course of stock-taking the stock-taking officer and the storekeeper disagree on any particular question, the matter shall at once be referred to by the stock-taking officer to the Superintendent, Government Printing and Stationery whose orders shall be final.

310. *Stock-taking register.*—A separate register shall be maintained by the Stationery Office for the stocks verified. Before closing the day's work, the stock-taking officer shall enter in this register all items seriatim to the order verified by him every day with complete description and the total quantity found by him at the time of stock-taking, under his initial and shall keep the register under lock and key in his own charge for use, the next day.